

MEMORANDUM OF UNDERSTANDING

SAMPLE FORMAT

I. Purpose of MOU

This section would cover why an MOU was established (fiscal, program, etc.)

II. Effective Date of Agreement

Identify the period of time that the MOU covers.

III. Fiscal Agent

This section identifies what agency is the direct recipient of funds from the California Department of Education (CDE).

IV. Funding Source

If the MOU addresses how funds are to be spent, identify funding source, i.e., 231/225, EL Civics, etc.

V. Participating Agencies

Identify all agencies that will have any involvement in the delivery of services or receipt of funds.

VI. Program Services and Costs

Identify all services to be provided, who will provide them, and for what period of time. In particular, it must be clear who provides the instruction to the students and who is providing administrative or support services. Identify portion of project budget that is allocated to the service category. This MOU covers only the services provided under the identified funding source. An example of program service categories is:

Administrative Services: Supervising staff and program; clerical support; data entry; program evaluation

Direct Services: Instruction to students; assessment of students

Support Services: Staff development; student counseling

Materials and Supplies: Books, computer software, paper, pencils

VII. Signatures

MOU must have original signatures of persons who are legally responsible for implementation of the project and appropriate use of funds. Include titles and agency of those who are signing the MOU and actual date that the MOU is signed.